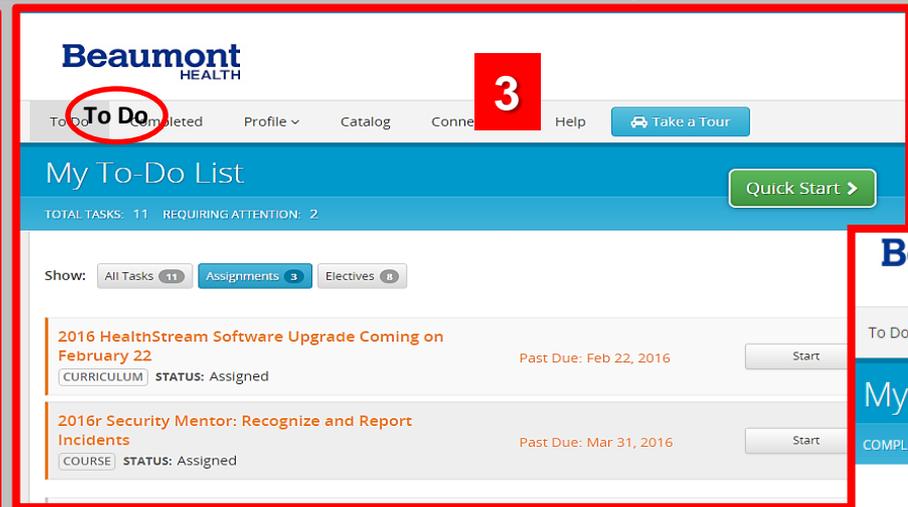
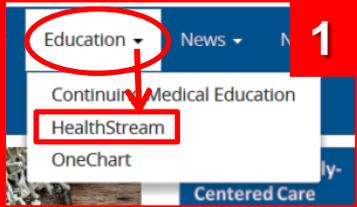


# HealthStream Login Instructions

The numbered instructions correspond with the matching numbered screen images below.

1	2	3	4	Note
<p>To get started from a standard Beaumont PC, click the <b>Internet Explorer</b> icon.</p>  <p>From the Beaumont Health home page, click <b>HealthStream</b> in the <b>Education</b> tab.</p>	<p>In the <b>User ID</b> field, type your <b>6-digit Employee ID</b>, also known as your <b>PeopleSoft ID (PSID)</b>. Then press the <b>Tab</b> key.</p> <p>In the <b>Password</b> field, type your <b>6-digit Employee ID</b> again. Your default <b>password</b> is also your Employee ID (Peoplesoft ID-PSID) number. You will be directed to create a new personal password to use in the future.</p>	<p>Your <b>My To Do List</b> page will appear. Here you will find a list of tasks (assignments and tests) that you need to complete.</p> <p>If you like, you can view a brief tutorial video by clicking the green <b>Quick Start</b> button. You can also click the blue <b>Take a Tour</b> button to navigate through a self-paced tutorial.</p> <p><b>Past Due courses</b> appear in <b>orange</b> text, current ones in <b>blue</b>. Below each Course Name you will find the <i>Status (assigned, in progress, etc.)</i> of the assignment. The <b>Due Date</b> for each course appears in the column to the right.</p> <p>Click a <b>Course Name</b> or <b>Start</b> button (to the right) to launch a course. Always click <b>Exit</b> to leave or end a course. If you exit a course before completion, in most cases, the system will bookmark that page so you can start there when you return.</p> <p>Note: Documents and videos open in a new window, you will need to close the window after viewing. Select the "x" in the window tab to close the window and return to the main course.</p>	<p>If you get a low score, you <b>can retake the test</b> immediately or close the exam and then retake it at another time.</p> <p>Click the <b>Completed</b> tab (at top of screen) where you will find your <b>My Transcript</b> page.</p> <p><b>NOTE:</b> When you complete a course, it will disappear from the <b>To Do</b> list. Go to the <b>Completed</b> tab to view the transcript of your completed courses listed there. (Most recently completed appears at top of list.)</p>	<p>Answer all questions in quizzes and tests.</p> <p>When completed, click <b>Submit</b>.</p> <p>Passing grade for most courses is 80%.</p>



For assistance, call the IT Service Desk at **888-481-2448**.

